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| <b>Docket Number:</b>   | 13-ATTCP-01                                    |
| <b>Project Title:</b>   | Acceptance and Training Certification          |
| <b>TN #:</b>            | 215608   |
| <b>Document Title:</b>  | ATTCP-NEMIC-On-Site Audit Plan(2)              |
| <b>Description:</b>     | On-site audit plan-NEMIC ATTCP                 |
| <b>Filer:</b>           | David Bernett                                  |
| <b>Organization:</b>    | National Energy Management Institute Committee |
| <b>Submitter Role:</b>  | Applicant                                      |
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January 27, 2017

Mr. Randy Brumley, P.E.  
Mechanical Engineer  
Existing Buildings and Compliance Office  
California Energy Commission  
1516 Ninth Street,  
Sacramento, CA 95814-5512

**RE: California Code of Regulations, Title 24, Part1, 10-103.2 Nonresidential Mechanical Acceptance Test Training and Certification, Section (d) Requirements for ATTCPs to Provide Regular Reports**

Dear Mr. Brumley:

This letter outlines the plan NEMIC's staff proposes to meet the requirement in Section 10-103.2(c) 3F of the 2016 Standards for the Acceptance Test Technician Certification Providers (ATTCP) to perform randomly selected on-site audits of no-less-than 1 percent of each Technician's completed acceptance tests.

Inasmuch as the requirement of the on-site audit is to verify the competency of the Technician performing acceptance testing, individuals selected and designated by NEMIC's staff shall perform audits of no-less-than 1 percent of each Technician's completed acceptance tests by the Technician in the previous year.

The auditors will be selected by NEMIC from the employee roster of each certified Mechanical Acceptance Test Employer. The auditor shall be a certified Acceptance Test Technician. NEMIC staff shall maintain oversight of each auditor's performance through annual evaluations, enforcement of impartiality and their adherence to the Code of Conduct.

Example:

- January 01, 2017 the threshold number of 300 certified Acceptance Test Technicians is surpassed, the registry is “live” and Technicians are completing acceptance tests and submitting the forms. The first year of the registry being “live” and/or the Technician being certified (whichever comes later) is the base year to gather the data of the acceptance tests completed by the Technician, so that data can be used to schedule the on-site visit of the auditor to verify the performance of the Technician.
- January 01, 2018 an auditor designated by NEMIC, will conduct scheduled on-site audit verifying the competency of the Technician performing acceptance testing. The audit will consist of no-less-than 1 percent of all of the completed acceptance tests performed by the Technician within the previous year of the on-site audit.
- Deficiencies in the Technician’s performance will be identified and reported to NEMIC at the time the on-site audit is complete.

I believe NEMIC’s plan to verify the competency of the Technician performing the acceptance test through an on-site audit meets the requirement in Section 10-103.2(c) 3F of the 2016 Standards for the Acceptance Test Technician Certification Providers.

I look forward to your approval. If you have any questions please contact me.

Respectfully submitted,

*David L. Bennett*

David L. Bennett

Administrator / NEMIC-ATTCP

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